

# VACANCY NOTICE

CS-376  
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

<b>Description of Position</b>	TITLE OF POSITION: <u>Prin. Human Svs. Business Officer</u> CLASSIFICATION CODE: <u>02648400</u> SALARY RANGE: <u>(A28) \$44875 - 50748</u> REFERENCE POSITION NO.: <u>1258-10000-416</u> Department of Human Services      APPLICATION PERIOD: <u>12/20/05 - 12/27/05</u> Division/Section/Unit: <u>Mgmt. Svs.</u> <b>GRACE PERIOD ENDS</b> <u>12/30/2005</u> Assignment(s) / Comments: <u>PLEASE APPLY BY RESUME ONLY</u> Shift and Days: <u>Monday - Friday 8:30 - 4:00 NS</u> <b>Job Location:</b> <u>Office of Financial Mgmt.</u> Restrictions/Limitations: <u>LTPS Until 06/10/2006</u> <u>Louis Pasteur Bldg., Cranston</u> Position Covered By Collective Bargaining Union Agreement: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Name of Bargaining Unit Union: <u>RIASSE, Local 580</u> There is* <u>  </u> is not <input checked="" type="checkbox"/> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b> * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.								
<b>General Information to Candidate</b>	<p><b>INSTRUCTIONS:</b></p> <p><b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p><b>Most Important</b> - Please include the following information:</p> <ul style="list-style-type: none"> <li>• <i>The title of the position for which you are applying</i></li> <li>• <i>Name of department where you are currently employed</i></li> <li>• <i>Title of your present position and date you entered it</i></li> <li>• <i>Your business telephone number</i></li> <li>• <i>Date you entered State service</i></li> <li>• <i>Present Union Affiliations</i></li> </ul> <p><b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b></p> <p><b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b></p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p><b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b></p> <ul style="list-style-type: none"> <li>• <b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li>• <b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>								
<b>Statement of Duties</b>	<p><b>DUTIES / RESPONSIBILITIES:</b> Please see the attached.</p>								
<b>Minimum Education &amp; Experience</b>	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b></p> <p><b>EDUCATION:</b> Graduation from a college of recognized standing with specialization in Accounting or Business Administration; and</p> <p><b>EXPERIENCE:</b> Employment in a responsible position in a public agency or in private industry involving advanced professional accounting and/or advanced professional auditing work;</p> <p><b>Or</b>, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>								
<b>Where to Apply</b>	<p><i>Apply within the application period as shown on this announcement.</i>      <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail.      <b>SEND RESUME or CS-14 Application to:</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%;">                     Tammy L. Lonardo                      Dept of Human Services/Office of Human Resources                      600 New London Avenue                      Cranston, RI 02920                 </td> <td style="width: 50%; vertical-align: top;"> <table style="width: 100%;"> <tr> <td><b>Telephone #:</b></td> <td><u>401-462-2481</u></td> </tr> <tr> <td><b>Fax #:</b></td> <td><u>401-462-2041</u></td> </tr> <tr> <td><b>TTY/TDD #:</b></td> <td><u>401-462-3363</u></td> </tr> </table>                     (Telecommunication Device for the Deaf)                 </td> </tr> </table> <div style="text-align: right;">  </div>	Tammy L. Lonardo Dept of Human Services/Office of Human Resources 600 New London Avenue Cranston, RI 02920	<table style="width: 100%;"> <tr> <td><b>Telephone #:</b></td> <td><u>401-462-2481</u></td> </tr> <tr> <td><b>Fax #:</b></td> <td><u>401-462-2041</u></td> </tr> <tr> <td><b>TTY/TDD #:</b></td> <td><u>401-462-3363</u></td> </tr> </table> (Telecommunication Device for the Deaf)	<b>Telephone #:</b>	<u>401-462-2481</u>	<b>Fax #:</b>	<u>401-462-2041</u>	<b>TTY/TDD #:</b>	<u>401-462-3363</u>
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**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**

**DEPARTMENT OF HUMAN SERVICES  
OFFICE OF FINANCIAL MANAGEMENT  
PRINCIPAL HUMAN SERVICES BUSINESS OFFICER  
1258-10000-416**

- To be responsible for various D.H.S. Contracts to insure fiscal accuracy and compliance with various federal and state requirements;
- To be the primary fiscal person for various D.H.S. programs, including Social Service Block Grant, Community Services Block Grant, Emergency Food Assistance Program, Emergency Housing Assistance Program, Refugee Resettlement Program, State Head Start Program, State Legislative Grants and various other programs;
- To prepare various federal and state financial reports relating to these programs and to confer with federal and state officials including auditors on fiscal matters;
- To perform professional accounting duties, relating to Human Services Programs, including maintaining financial records, preparing vouchers and accounting transactions, reconciliations and various fiscal duties;
- To be responsible for oversight and reviewing A-133 audits of sub-recipients, including working with non-profit agencies to address audit recommendations;
- To do related work as required.